

**MINUTES OF THE JULY 23, 2024, MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 17**

A meeting for **JULY 23, 2024**, was duly called of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 17**, which was held at the District's Administration Building located at 10410 Airline Drive, Houston, Texas.

1. Call meeting to order.

The meeting was called to order at 9:32 A.M. by **BILL BLASDELL**. Those commissioners present when the meeting was called to order were **BILL BLASDELL, EVERETT GRIFFIN, KENNETH ADCOCK**, and **ROBIN HAYSLIP**. **DON GILKEY** was unable to attend. Also, present were District legal counsel David Manley of Coveler & Peeler, P.C., Katy Norris of RIT Financial, David Slattery from Slattery and Tackett, the District's Administrative Assistant Becky Cox, Fire Chief Sean Richardson, Assistant Chief James Cone, Assistant Chief Todd Smith, Amanda Coveler, Gary Morrison Fleet Manager, CRR Manager Gemelia Perez, and James Roberts Administrative Staff. Brian Toland, the District's auditor was also in attendance.

2. To receive public comment.

The Board opened the meeting to public comment, there was no public in attendance.

3. To approve the Minutes of prior meetings.

The minutes from the prior meetings were reviewed and a Motion was made by **MR. GRIFFIN** to accept the minutes as presented. Seconded by **MR. BLASDELL**. Motion carried by a vote of 4 to 0.

4. To review and act on District audit

Mr. Toland reviewed the audit. After discussion a motion to accept the audit was made by **MR. HAYSLIP** and seconded by **MR. BLASDELL**. Motion carried by a vote of 4 to 0.

5. To review and act on financial matters, including financial report, investments, Investment Policy, accounts, depository security, resolutions for account access, and to pay bills.

Ms. Norris from RIT Financial presented the District's Financial statements and pending bills. A Motion was made by **MR. BLASDELL** and seconded by **MR. ADCOCK** to accept the financial report as presented and approve payment of bills included therein. Motion carried by a vote of 4 to 0.

6. To review and act on amendments/revisions to District 2024 budget.

No action required at this time on amendments/revisions to District 2024 budget.

7. **To review and take action to approve the purchase of capital assets, including apparatus/vehicles, equipment, tools, and communications equipment.**

Chief Richardson presented quote from Northwest Drive Train in the amount of \$3,852.12 to replenish brake parts that have been used recently on the trucks. A motion to approve this expenditure of \$3,852.12 was made by **MR. BLASDELL** and seconded by **MR. GRIFFIN**. Motion carried by a vote of 4 to 0.

8. **To review and act on disposition of surplus and/or salvage property.**

No action required on surplus and salvage. Discussion only.

9. **To review and act on District obligations, including retiring obligations or incurring obligations for construction, real estate, vehicles, and equipment.**

No action was taken.

10. **To receive a report from Fire Chief on Fire Department activity.**

Chief Richardson and members of the department made verbal and multi-media reports. No action required.

11. **To review, discuss and act on any issues related to the repairs, improvement, and construction of District facilities, including engaging construction services, change orders and construction payments.**

Mr. Slattery advised the Board of the new design drawn up to help alleviate the drainage issue from ESD 1. He contacted Maaco concerning this project and they stated it will be under \$50,000 to complete, therefore there is no need to bid for this job. It will entail creating some relief drainage at the fence next to the Maintenance Facility. It could be included with the Holtman property project, however, it really needs to be done sooner than that project is scheduled. He will present the final estimate at the next bill payment meeting so this project can begin and alleviate the problems ESD 1 is currently having. If this does not solve the issue, it will be necessary to investigate increasing the size of the septic system currently used by Little York Department and facilities. There was a walkthrough of the Holtman project and what will be needed to make this property work as intended. Due to the structures, it will require going through a fire code process. Once all the documents are done a bid process will begin. He advised the Board that the beginning of the project for the water line to extend from Station 81 to the Maintenance facility comes in at a cost of \$25,790. This included the documents to the City of Houston and Harris County. A Motion to proceed with the water line project was made by **MR. GRIFFIN** and seconded by **MR. BLASDELL**. Motion carried by a vote of 4 to 0. Chief Richardson advised Mr. Slattery of some items he would like to be included in the Holtman project and that the house will be considered a training prop not a house.

- 12. To review and act on personnel matters, including action on hiring, retention, policies, duties, and benefits.**

No action.

- 13. To review and act on real estate, including but not limited to purchase, sale, platting, or permits.**

No action required at this time.

- 14. To review and act on any matters regarding dispatch, communications, or mutual aid agreements with other agencies.**

No action.

- 15. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.**

No action.

- 16. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

No action.

- 17. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**

No action.

- 18. To review, discuss and take action regarding matters discussed in the Closed Session.**

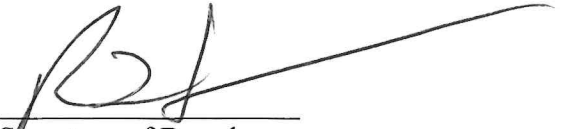
No action.

- 19. To set the date of the next regular meeting.**

A Special meeting to propose the 2024 tax rate will be held on August 7, 2024 at 2:00 p.m. A public hearing and meeting to adopt will be conducted on August 19, 2024 at 9:30 a.m. The next regular meeting will be held on Tuesday, August 27, 2024, at 9:30 a.m.

19. Adjournment.

There being no further business brought before the Board, the meeting adjourned at 10:37 a.m.


Secretary of Board